

REQUEST FOR QUALIFICATIONS AND QUOTES
To Provide Residential Construction Monitoring Services
Under Small Purchase Procurement

Invitation: The City of Atlanta, Department of Planning & Community Development, Bureau of Housing is soliciting a statement of qualifications and quotes from qualified Construction Monitors for the monitoring of rehabilitation work on residential single-family (less than 4 units) and multi-family properties. Services will be requested on an as needed basis for the City of Atlanta's Neighborhood Stabilization Program. The City of Atlanta's Neighborhood Stabilization Program will affect approximately 250 units. However, there is no guarantee of the total amount of work to be performed, if selected.

Special Requirements: The construction monitoring service providers should have extensive knowledge of assessing properties and general rehabilitation of residential properties (single- and multi-family) with a primary focus on single- family properties. Construction Monitoring Report must be submitted to the Bureau of Housing within five (5) business days.

Proposal Requirements: All proposals shall be organized in the following manner:

- Name, Address, Telephone Number and Email Address of the individual or firm. If a firm, the name and title of the individual authorized to negotiate the written agreement terms and make binding commitments shall be included.
- Professional Qualifications (include copies of Georgia state licenses and certificates).
- Statement of Capacity and Experience within the incorporated city limits of Atlanta.
- Description of the firm or individual's resources to deliver services in a timely manner. If a firm, please provide the names of all personnel who will be assigned to work with the City, including education and previous experience.
- Description of length of time from request to completion of inspection to delivery of report to the Bureau of Housing and method for delivery.
- Cost per inspection for: (a) Initial Inspection (b) Drawdown and change order inspection (c) HQS Inspection. Please break down the cost per inspection for single family and multifamily properties.
- Samples of residential inspection reports for two projects identifying their locations.
- A minimum of three (3) business references, including name, address, and phone number, and type of inspection services provided) whom the City may contact to verify service rendered.
- Evidence of professional liability insurance and automobile liability insurance with limits of \$100,000 and \$50,000.

Scope of Work Required: Construction monitor services required (Note: not all services required on all properties):

Pre-Construction Analysis:

- Complete structural and systems assessment of properties
- Review Scope of Work, Design/Build Agreement, Schedule of Values and/or Plans/Specifications for the rehabilitation work
- Determine appropriateness and cost reasonableness of scope and budgets
- Provide written summary of findings

Drawdown inspection reports and change order review during the project:

- Periodic inspections would be required to approve contractors' requests for payment. These inspections will require:
 - Determining project status
 - Estimates as to percentage of completion
 - A determination as to whether the percentage of completion indicated by Contractor on the application for payment substantially conforms to actual field completion
 - A determination as to the sufficiency of the remaining hard cost funds to complete the Improvements
 - A determination as to the sufficiency of the retainage amount and adherence to the terms of the construction contract retainage provision
 - A determination as to whether the work completed to date is in substantial compliance with the plans and specifications and other construction documents and in compliance with standards of good workmanship
 - A determination as to whether on site stored materials appear to be adequately stored and protected
 - A determination as to whether there are any delays or other issues which might adversely affect the interest of the City of Atlanta in the rehabilitation work
- A review of any change orders submitted by the contractor may be required
- Provide written summary with photographs of findings

HQS Inspection report:

- Prior to sale, rent or lease purchase of the rehabilitation project, the HQS inspection should be conducted with report issued
- A follow-up inspection may be required upon completion of the punch list

Selection Criteria: The following criteria will be utilized to rate each applicant:

- **Experience (25 points):** The previous experience, education, training, certification/licensing, designation(s) and other qualifications of individuals or key staff in inspecting rehabilitation projects. At a minimum the following item will be required:

- Have a minimum of two (2) years of experience in construction management.
- **Quality (25 points):** The ability to provide thorough and accurate reports, as evidenced by sample reports provided.
- **Capacity (20 points):** The firm and staffing capacity to efficiently respond to requests and to fulfill obligations within the allocated timeframe.
- **Cost (20 points):** The cost of each initial inspection, drawdown inspection and HQS inspection report.
- **Minority and/or Women's Businesses (10 points):** Qualifications submitted by minority businesses or women's businesses will be awarded points.

Procurement Process: Statement of Qualifications will be evaluated on a Pass/Fail basis utilizing the Selection Criteria. The City will determine which respondents are responsive to the material terms and conditions of the request. Those who pass will be placed on the City's NSP Construction Monitor List and will be randomly contacted by the Bureau of Housing to respond to small purchase requests to perform construction monitoring services for the NSP program.

Submission Deadline: To be considered, respondents must submit a complete response to this Request for Statement of Qualifications and Quotes by September 4, 2009 by 2 pm. Each submittal must include one (1) original and three (3) copies. Statement of Qualifications and Quotes must be addressed and submitted to the following:

**Valerie Fountaine, NSP Program Manager
City of Atlanta
Department of Planning & Community Development
Bureau of Housing
68 Mitchell Street, SW, Suite 1200
Atlanta, Georgia 30303**

Any Statement of Qualifications and Quotes received after 2:01 p.m. on the statement submission date will not be considered and will be rejected. The statement must be responsive to all aspects of the Request for Statement of Qualifications and Quotes and must adhere strictly to the format and contents specified above, including all forms and documents requested. Failure to include each and every required submittal may render your proposal non-responsive and result in the rejection of it.

Contact Person & Inquires: Any questions or concerns regarding this RFQ should be submitted in writing to the City's Contact Person: Ms. Valerie Fountaine, NSP Project Manager by fax (404) 546-8143 or by email at bureauofhousingnsp@atlantaga.gov not less than three (3) days prior to the due date.

Exhibit A

Fee Schedule

Type of Inspection Report

- Pre-Construction Analysis
 - Single-Family \$ _____
 - Multi-Family \$ _____
- Drawdown Inspection
 - Single-Family \$ _____
 - Multi-Family \$ _____
 - Re-inspection:
 - Single-Family \$ _____
 - Multi-Family \$ _____
- HQS Inspection Report
 - Single-Family \$ _____
 - Multi-Family \$ _____
 - Re-inspection:
 - Single-Family \$ _____
 - Multi-Family \$ _____

If your firm offers additional services that are appropriate, please include them in your fee schedule.